

Chapter 1 Concepts

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OVERVIEW**Order Change
Table**

The purposes of the order change table are:

- To provide a reference point for processing of order change within AGPS
- To provide the user with the capability to add and maintain order change table records
- To provide the user with the capability to identify type of order change being processed
- To provide a parent record for processing of related order change commodity lines and accounting distribution record(s)
- To provide a reference point for inquiry of order change data, i.e., change amount, type change, change number, etc.

**Order Liquidation
Table**

The purposes of the order liquidation table are:

- To provide a reference point for processing of order liquidation within AGPS
- To provide the user with the capability to add and maintain order liquidation table records
- To provide a record for processing of related accounting transaction to accounting for liquidation of the balance of encumbrance of the order
- To provide the user the capability to record and maintain text relating to the order liquidation processed in AGPS
- To provide a reference point for inquiry of order liquidation data, i.e., change amount, change number, etc.

**Change Order Line
Number**

The purposes of the change order line number table are:

- To provide a reference point for processing of change order commodity lines within AGPS
- To provide the user with the capability to add and maintain change order line number table records

- To provide the user with the capability to identify the frequency and amount of periodic payment for change order lines on a periodic payment order
- To provide a parent record for processing of related change order accounting distribution record(s)
- To provide a reference point for creation of order quantity records to be used for change order receipt, invoice and payment within AGPS
- To provide a reference point for inquiry of change order line data, i.e., commodity number, unit of measure, unit price, etc.

Order Change Order Accounting Distribution

The purposes of the order change order accounting distribution table are:

- To provide a reference point for processing of change order accounting distribution within AGPS
- To provide the user with the capability to add and maintain change order accounting distribution records
- To provide a record for processing of related accounting transaction to accounting for encumbrance of the change order
- To provide a reference point for creation of order amount table record(s) for processing change order payment within AGPS
- To provide a reference point for inquiry of change order accounting distribution data, i.e., fund, method of accounting, amount of encumbrance, etc.

Change Order Commodity Description Changes Table

The purposes of the change order commodity description changes table are:

- To provide a reference point for processing of changes to change order commodity description within AGPS
- To provide the user with the capability to retrieve change order commodity description for the description source, i.e., KMOD, OCMD, OMOD, CSPC
- To provide a reference point for inquiry of change order commodity description changes

Change Order

Text

The purposes of the change order text table are:

- To provide the user the capability to record and maintain text relating to the change order processed in AGPS
- To provide a reference point for inquiry of an change order's text record(s)

Terminology

The following terms are used throughout this unit:

Accounting Distribution Labels. This term is used to refer to the labels pulled from the accounting labels table (BLBL) to label the data entry fields of an accounting line record.

Action Code. This term is used to refer to the action to be performed for processing of an accounting distribution record, i.e., I - Increase, R - Reduce (decrease), etc.

Auto Batch Payment Process. This term is used to refer to a periodic payment process that automatically sends payment transactions to accounting on the scheduled date(s).

Base Discount off Catalog. Identifies a consortium base discount percent off a catalog item.

Base Unit Price. Identifies a consortium base unit price. The contract line will show a base discount or a base unit price but not both.

Budget Year. This term is used to refer to the fiscal year that money was appropriated for a particular purchase.

Calculated Amount. An automatic system calculation of the catalog price entered by the user, less any discount or markup percentage of the catalog item.

Catalog item/indicator. A series of numbers used by the vendor to identify a specific catalog item. The indicator identifies different tier pricing for the catalog item.

Consortium. An association between a single vendor and multiple vendors for the purpose of supplying various foods and services to satisfy a single contract.

Continuing Appropriation. This term is used to refer to an appropriation that does not end when the fiscal year ends. These appropriations remain open until the end date is reached, which can be many years in the future.

Discount/Markup Percent. The discount is a percentage rate decrease from the catalog price and the markup is a percentage rate increase from the catalog price, e.g., the discount may show 20% decrease but the markup will show 120% for an increase.

Executive Agency. This term is used to refer a code used in the agency (AGCY) database to identify the parent agency of the requisitioning and/or paying agency.

Frequency. This term is used to refer an indicator that is used to identify the frequency for which an order line identified for periodic payment is to be processed.

From Line. This term is used to refer to the starting order line of a range of order lines on an accounting distribution record for which funding is provided by that record.

From/To Distribution. This term is used to refer to an accounting method where specific order lines are identified to be funded by a specific accounting distribution record.

Inventory Item Number. This term is used to identify an item in an agency's warehouse from which a stock request or replenishment order has been generated.

Labels. See accounting distribution labels above.

Line Amount. This term is used to refer to the original amount of an accounting distribution record.

Line Number. This term is used to refer to the basic order line number when viewing the OLIN/OCLN record.

Movable Property. This term is used to identify an item that is classed as movable property (fixed depreciable asset) and subject to item accountability.

Net Amount. This term is used to refer to the computed amount of line amount plus change amount of an accounting line.

Paying Agency. This term is used to refer to a code which identifies the agency who is responsible for payment of an order.

Proportional Distribution. This term is used to refer to an accounting method where specific line amount is identified to be funded by a specific accounting distribution record representing a proportion of the total order award amount.

Reason Code. This term is used to refer to a code entered by the system on an accounting distribution record when it fails processing through accounting.

To Line. This term is used to refer to the ending order line of a range of order lines on an accounting distribution record for which funding is provided by that record.

Warehouse Code. This term is used to refer to a code used to identify an agency's warehouse from which a stock request or replenishment order has been generated.

Whim. This term is used to refer to an indicator that may be set by the user for processing of a whim approval for either the requisition or purchasing agency of the order header record.

Key Concepts

Overview	An order change is another of the key fundamental components of the purchasing process. Order change processing is that part of AGPS where the purchasing agency or buyer modifies a valid order or contract release order for delivery of supplies or services. Order changes may be issued to add lines to or delete lines from the order, adjust the accounting information, or administratively correct the order.
Order Change Components	Each order change is composed of three major components including an order change table, a change order line number, and an order change order accounting distribution. Additionally, order change includes two minor components: a commodity description changes table and a change order text. The order change table identifies the type of change, if approvals are required, and the amount of the change. The change order line number table contains all the commodity data for processing and frequency and amount of periodic payment. The concept of the order change order accounting distribution table is the capability to modify, add, or substitute an accounting distribution line. The change order commodity description changes table is used exclusively to modify commodity descriptions for individual change order line records. Change order text provides a record for describing the change and the reason for the change.
Order Change Approvals	As an order change is created in AGPS, approvals are automatically created from predetermined approver tables. Additional approvals may be added by the purchasing agency. All approvals must be obtained or cancelled so that the order change can proceed to the next step in the process.
Order Cancellation	In AGPS the capability exists to cancel an entire order by use of Order Change Order change type of entire order cancellation or cancel an order line and associated accounting distribution by use of change type of order line cancellation.
Order Liquidation	In AGPS the capability exists to liquidate the balance of funds that have been encumbered for an existing order.
Order Accounting Substitution	An order change process exists in AGPS whereby the user may substitute a new accounting distribution line record for an existing line record.

Order Change

Status

The order change status code tells AGPS when to perform a task. After the task is performed, AGPS will indicate if the task was performed or not. The purchasing agency or buyer must set the status code for AGPS to process the order change to the next step. When status codes are changed, AGPS creates a history record for each of the status code changes to show the order change number, status code, and USERID making the change and date and time change was made.

Management

The AGPS order change process provides excellent management tools to determine the status and history of each order change.

Discussion of Transactions**Order Change
Table (OCHG)**

This transaction screen is used for creating and maintaining the change order header record. Functions allowed are add, change, and inquire.

**Change Line
Number (OCLN)**

This transaction screen is used for add and maintenance of change order commodity line records in AGPS. On add of a change for an existing order line, it will retrieve line data from the existing OLIN record. If adding a new line, the user will process as if adding a new order line in the OLIN Table.

**Change Order
Accounting
Distribution
(OCAC)**

This transaction screen is used for add and maintenance of order change accounting distribution record(s). If a change to an existing order accounting distribution, the accounting method and accounting distribution data will be retrieved from the base (Change Number = 00) record. If the user is adding a new accounting line (Change Number = 00) with this screen, processing will be like that of the OACG base record.

**Change Order
Commodity
Description
Changes Table
(OCMD)**

This transaction screen functions exactly like the OMOD screen but is used exclusively for commodity description changes to change order commodity lines.

**Change Order
Text
(OCTX)**

This transaction screen is used for creation and maintenance of change order text that will print on the change order document(s) for the change action. This is a standard text screen. See Section 15 Miscellaneous, General Text Processing for further discussion of detail processing functions.

**Order Liquidation
Table (OPLQ)**

This transaction screen functions like the OCHG screen, CNX transaction, but is used to liquidate the balance of any funds remaining in accounting for a specified order, and does not affect order quantity.